

**SECTION J**  
**APPENDIX C**  
**GUIDANCE FOR**  
**PREPARATION OF DIVERSITY PLAN**

The purpose of this Guidance is to assist the contractor in understanding the information being sought by the Department for each of the Diversity elements and where these issues may already be addressed in a contract package. To the extent these issues are already addressed in a contract, the contractor need only summarize or cross reference the parts of the Plan already developed elsewhere in the contract.

Work Force

Most federal government procurement actions include provisions on Equal Opportunity and Affirmative Action. These provisions are found in the series of clauses at FAR 52.222 (48 CFR 52.222) and regulatory guidance is found at FAR Part 22 (48 CFR Part 22). The contractor should discuss its policies and plans for implementation of these provisions in its operations. If the contractor already has procedures in place, these should be discussed and copies of any policies provided.

Educational Outreach

The contractor should outline or discuss any programs already provided, or which it intends to provide, which will provide employees an opportunity to improve their employment skills and opportunities. These programs may already be discussed in the offer submitted under a RFP or the Personnel Appendix of an executed contract and could include: educational assistance allowances, provision for outside training programs either during or outside regular work hours, and executive training programs for non-executive employees. The contractor should also discuss any plans to participate in any programs supporting Historically Black Colleges and Universities.

Employee training and educational opportunities may be a subject largely controlled by the unions at a site, particularly through bargaining agreements. If that is the case, it is not the Department's intent that the contractor develop an independent structure for employee training and educational opportunities. In preparation of its Diversity Plan, the contractor should outline the requirements already placed on it under existing bargaining agreements, discuss any proposals for changes to be raised at any future bargaining sessions, and discuss any educational or training programs which it operates, or will operate, independently of those provided by the unions.

## Community Involvement and Outreach

An offer submitted under a RFP or the Personnel Appendix of an executed contract may include a section already dealing with community involvement and outreach activities. Contractor community relations activities could include support for the following activities: support for science, mathematics and engineering education; support for community service organizations; assistance to governmental and community service organizations and for equal opportunity activities; and community assistance in connection with work force reduction plans. The contractor may provide support to these activities through direct sponsorship or making individual employees available to work with the specific community activity. Depending upon the terms negotiated between the Department and the contractor, some of these costs may be reimbursable. The contractor's Diversity Plan should discuss the contractor's existing and planned activities promoting community involvement of its employees as well as the corporation.

## Subcontracting

The RFP or finalized contract action will likely contain FAR 52.219-9 "Small Business and Small Disadvantaged Subcontracting Plan" (FEB 1995) and other small business related clauses. Additionally, the RFP or negotiated contract extension process may have contained additional guidance in an Appendix entitled "Small Business and Small Disadvantaged Business Subcontracting Plan." If the contractor has already met the requirements under FAR 52.219-9 and the referenced Appendix, this information should be briefly summarized and/or provided as an attachment to the Diversity Plan. If the contractor is participating, or plans to participate, in the Department's Mentor Protege Program, this involvement, or planned involvement, should be summarized or discussed. Information concerning its subcontracting plans already developed and submitted by the contractor does not need to be redeveloped or renegotiated by the contractor.

## Economic Development (Including Technology Transfer)

Many of the Department's contract actions include Technology Transfer provisions which may be found in the H Section, Special Contract provision, or among the patent and intellectual property clauses of Section I, Standard Clauses. Planning or activities developed under the Technology Transfer clause may apply to this element of the contractor's Diversity Plan. Additionally, some of the subcontracting activities planned by the contractor with small business or small disadvantaged businesses may be entered into for the purpose of assisting the economic development of or transferring technology to such a business. The contractor's Diversity Plan should outline and discuss its planned activities promoting economic diversification of the local community.